INSPECTION PERMIT GUIDELINE

**4:00 P.M. is the cut off time for that day’s schedule**

INSPECTIONS ARE NOT GUARANTEED TO BE DONE SAME DAY AND MAY ROLL TO THE NEXT BUSINESS DAY.

For your convenience this general guide has been provided. Please call the Building Inspections Department at (512)401-5100 with any questions pertaining to inspection procedures or scheduling.

1. **RESIDENTIAL - Building Layout - BUILDER (This inspection triggers a Plumb Rough inspection)**
   
   COMMERCIAL - Building Layout - BUILDER (Must be called in prior to or along with the Plumbing Rough)
   
   ✓ String lines may be substituted on large lots where setbacks are clearly maintained. This must be approved prior to inspection.
   ✓ A trash receptacle
   ✓ Port-o-can must be provided, to services area of no more than four houses
   ✓ Address must be visible from the street.
   ✓ Make sure trees are adequately protected.
   ✓ A form survey should be provided unless otherwise specified.

2. **RESIDENTIAL - Plumbing Rough - BUILDER (Inspected at time of Layout)**
   
   COMMERCIAL - Plumbing Rough - PLUMBER
   
   ✓ Plumbing rough in place, properly pitched, uncovered, with 10-foot head of water for test.

3. **RESIDENTIAL - Foundation and Plumbing Copper - BUILDER (This inspection triggers a Plumbing Copper inspection)**
   
   COMMERCIAL - Foundation and Plumbing Copper - BUILDER /PLUMBER
   
   ✓ Forms all set, reinforcement all in place, beams clean and sized per plan, copper waterlines in place and protected.
   ✓ Everything in place but the concrete.
   ✓ Ground electrode in place.

4. **RESIDENTIAL - Electric/Mechanical Rough and Plumbing Top Out - BUILDER (see Framing)**
   
   COMMERCIAL - Electric/Mechanical Rough and Plumbing Top Out – ELECTRICIAN, MECHANICAL, & PLUMBER
   
   ✓ Gas, water, DWV tests on.
   ✓ All phases protected, supported, and secured properly.
   ✓ Everything completed and ready to be covered up.

5. **RESIDENTIAL - Framing - BUILDER (this inspection triggers Electrical/Mechanical Roughs & Plumbing Top Out)**
   
   ✓ Must have insulation inspection approval prior to cover up.
   ✓ Drywall inspection not required.

COMMERCIAL – Framing

✓ To be scheduled by building contractor AFTER the Electrical/Mechanical Roughs and the Plumbing Top Out are approved (only applies to commercial).
✓ If called prior to approval, a $25.00 reinspection fee will be assessed and the Framing will be in non-compliance.
✓ Must have insulation inspection approval prior to cover up.
FIRE MARSHAL INSPECTION (contact directly to schedule inspections (512) 401-5200)
✓ Drywall inspection not required except for rated firewalls which must be inspected by the Fire Marshal’s Office.
✓ After all trades rough inspections have passed and prior to insulation or sheetrock, the Fire Marshal’s Office must be contacted to complete a top-plate inspection to ensure that all penetrations have been sealed with an approved fire stop sealant conforming to UL 1479. This inspection applies to combustible construction.

6. RESIDENTIAL/COMMERCIAL – Gas Pressure – PLUMBER
✓ Gas test must hold 20 PSI per City Ordinance.
✓ This inspection is what it needed in order to have a gas meter release from the City.

7. RESIDENTIAL/COMMERCIAL - Temporary Construction Power – ELECTRICIAN
✓ Can be scheduled anytime after permit is obtained by the Electrician.

8. RESIDENTIAL/COMMERCIAL - Water/Sewer and Electric Yard Lines - PLUMBER & ELECTRICIAN
✓ Can be scheduled anytime after the permits are obtained.
✓ Maintain proper burial depth.
✓ Properly bed and test.
✓ Maintain pitch for sewer & provide 10’ head test.

9. RESIDENTIAL - Permanent Power - ELECTRICIAN
✓ Supplies temporary power to structure for final inspection of all systems.
✓ Structure must be made safe.
✓ When approved, the City will release to PEC.

COMMERICAL – Permanent Power – ELECTRICIAN
✓ Supplies temporary power to structure for final inspection of all systems.
✓ This inspection must be scheduled prior to electrical final.
✓ When approved, the City will release to PEC.

10. COMMERICAL Electrical, Mechanical, Plumbing Finals - ELECTRICIAN, MECHANICAL, PLUMBER
✓ When complete, tested, and each phase is ready for occupancy.
✓ All other phases have been approved.
✓ All is complete and ready to be occupied, including exterior landscaping. This should be done prior to final inspection to avoid any conflicts.

11. RESIDENTIAL – Building Final – (this triggers Electrical, Mechanical, Plumbing Finals)
✓ All is complete and ready to be occupied, including exterior landscaping.
✓ A Building Final for Single Family Residential acts as the Certificate of Occupancy.
✓ All re-inspection fees should be paid prior to scheduling this inspection.
✓ A penalty of $100.00 a day will be assessed for a house that is occupied prior to receiving an approved building final (Certificate of Occupancy).

12. COMMERICAL – Building Final – GENERAL CONTRACTOR
✓ All sub-contractors must obtain approved finals prior to this inspection.
✓ Schedule this inspection prior to fire final.
✓ Submit all required documents: Backflow test reports, landscape concurrence letter, civil as-builds both in Mylar and CAD format, structural as-builds on CD format
✓ Submit approved elevator inspection from TDLR if required
✓ Approval from all departments will be required prior to issuance of CO or Certificate of Completion (refer to CO memo for details).
✓ Requests to occupy, but not to operate, prior to full CO must be submitted and approved through the Fire Marshal’s Office 512-401-5200.

** RE-INSPECTION FEES **
- ANY failed inspection will result in a $25.00 re-inspection fee charge.
- Re-inspection fees must be paid prior to a building final or when picking up Certificate of Occupancy.